



Roadmap for the Journey  
The Trainer's Guide

Module  
8





## **Description of Module 8**

### **Roadmap for Success Individualized Family Service Plan**

The individualized family service plan (IFSP) is the cornerstone in the early intervention process. Meeting and getting to know children and families sets the stage for the development of a plan that seeks to build competence and confidence in those for whom it is written. The service coordinator plays a key role in this process that brings hope to children with special needs and their families.

This module addresses the importance of family-centered principles in regard to developing the IFSP. The role of the family and the service coordinator is described as they prepare for this important process. Information about how teams can effectively collaborate is included. Tips for facilitating the IFSP meeting and an agenda to share with families are included.

State regulations regarding the IFSP are interwoven throughout this training module in a variety of ways, in an effort to familiarize the participants with key information. Child scenarios are used to illustrate key points, and information is included on writing meaningful plans. Participants will review Tennessee's IFSP form thoroughly and will practice writing portions of the document. Early intervention services are defined and funding is addressed.

Field observation is an important component in preparing service coordinators to facilitate the IFSP process and is utilized in this module. Instruction is provided in regard to providing appropriate follow-up after the development of the IFSP, including procedures for periodic and annual reviews. The appropriate use of the interim IFSP is presented as well.

*Tennessee's Early Intervention System (TEIS) Individualized Family Service Plan Manual* is an additional resource and has been included, in part, in this training module. For further information, please refer to this manual.



## **Module 8**

### **Roadmap for Success**

### **Individualized Family Service Plan**

### **Competencies**

- Has knowledge and understanding of the philosophy of family-centered service coordination as it relates to the individualized family service plan (IFSP) process.
- Communicates, coordinates, and cooperates with professionals, support personnel, service agencies, and the community to improve services to children and families.
- Has knowledge and understanding of rules and regulations related to development of the IFSP including components, participants, services, funding, periodic and annual reviews, and appropriate use of the interim IFSP.
- Coordinates and plans so children with disabilities receive services in their natural environment and have opportunities to interact with children who are typically-developing.
- Exercises procedural safeguards as described in Part C of the Individuals with Disabilities Education Act (IDEA).
- Demonstrates a commitment to respect family values from all cultural and ethnic backgrounds.
- Demonstrates knowledge and skill in evaluating the progress of the child and family's intervention plan as designed by the IFSP team.
- Has knowledge and understanding of the role of the family on the IFSP team.
- Has knowledge and understanding of the role of the service coordinator on the IFSP team.
- Facilitates IFSP team meetings by incorporating a variety of people into the IFSP team at all levels including families, assistants, interpreters, translators, consultants, and specialists.
- Has the ability to initiate and maintain effective and systematic consultation (communication) with family members and caregivers in a sensitive manner.
- Has the ability to develop and evaluate strategies that encourage participation from all family members in the child's program, therapy, etc.
- Demonstrates an ability to empower families by facilitating family decision-making concerning the needs of the infant without imposing personal biases, supplanting family authority, or encouraging long-term dependence on program staff.



## **Module 8**

### **Roadmap for Success Individualized Family Service Plan**

#### **Contents**

- 8.1 Preparing the Family & Team for the IFSP Meeting and Family Involvement Quiz
- 8.2 Preparing the Family & Team for the IFSP Meeting (cont.), Before IFSP Checklist, IFSP Meeting Invitation, and IFSP Recommendations
- 8.3 Preparing the Family & Team for the IFSP (cont.), Meeting The Team and Conducting the Meeting
- 8.4 Content of the IFSP
- 8.5 Writing Meaningful Plans – Introduction
- 8.6 Writing Meaningful Plans – Writing the Plan
- 8.7 Implementing, Reviewing, and Revisiting the Plan, After IFSP Checklist, Review/Change Form, Periodic Review Checklist, and Interim IFSP Procedures
- 8.8 Dr. Seuss on IFSPs

## Module Instructions

### Module 8

#### Roadmap for Success Individualized Family Service Plan

Procedure/Activity	Materials	Time
Introduce the module by describing its contents. You may use the written description provided at the beginning of this guide if desired.	Module description	5 minutes
<p>8.1 Preparing the Family &amp; Team for the IFSP Meeting</p> <p>Show PowerPoint, <i>Roadmap for Success – Preparing the Family &amp; Team for the IFSP Meeting</i> (slides 1-11), making the points and engaging the learner in discussion as desired.</p> <p>Stop at slide 12, and instruct participant to use their copy of <i>Rulemaking Hearing Rules of the State Board of Education-Chapter 0520-1-10 Tennessee's Early Intervention System</i> to look up the location of correct responses to the three questions found on slide 13. Allow the participant to answer the questions aloud, and tell where the reference can be found. Proceed to slide 14 for answers to the family involvement quiz.</p> <p><b>Return to PowerPoint</b></p>	<p>PowerPoint <i>Roadmap for Success – Preparing the Family &amp; Team for the IFSP Meeting</i> (disc, web, or Blackboard)</p> <p>Computer with monitor or laptop or projector for viewing PowerPoint</p> <p>Print and provide handout of PowerPoint, if desired</p> <p>Copy of <i>Rulemaking Hearing Rules of the State Board of Education-Chapter 0520-1-10 Tennessee's Early Intervention System</i> for participant</p>	15 minutes
<p>8.2 Preparing the Family &amp; Team for the IFSP Meeting (cont.)</p> <p>Show PowerPoint, <i>Roadmap for Success – Preparing the Family &amp; Team for the IFSP Meeting</i> (slides 15-18), making the points and</p>	<p>PowerPoint <i>Roadmap for Success – Preparing the Family &amp; Team for the IFSP Meeting</i> (disc, web, or Blackboard)</p> <p>Computer with monitor or</p>	30 minutes

Procedure/Activity	Materials	Time
<p>engaging the learner in discussion as desired.</p> <p>Review the suggestions on the checklist in handout 8.2a <i>Before IFSP Checklist</i>, making adaptations for your district/agency as needed. Instruct the participant to keep the checklist available as a quick reference as needed in her daily work routine.</p> <p>Provide a copy of 8.2b <i>IFSP Meeting Invitation</i> and 8.2c <i>IFSP Recommendations</i> to the participant.</p> <p>Using the instructions on back, explain the use of both forms, and have the participant complete a sample invitation for an initial IFSP meeting.</p> <p>Emphasize that <i>Rulemaking Hearing Rules of the State Board of Education-Chapter 0520-1-10 Tennessee's Early Intervention System</i> (page 29) state that written notice of the meeting will be provided no later than <b>ten days</b> prior to the scheduled meeting date.</p> <p>Clarify any questions, and instruct the participant to place the completed invitation in their portfolio guide.</p> <p><b>Return to PowerPoint</b></p>	<p>laptop or projector for viewing PowerPoint</p> <p>8.2a <i>Before IFSP Checklist</i></p> <p>8.2b <i>IFSP Meeting Invitation</i></p> <p>8.2c <i>IFSP Recommendations</i></p>	
<p>8.3 Preparing the Family &amp; Team for the IFSP Meeting (cont.)</p> <p>Show PowerPoint, <i>Roadmap for Success – Preparing the Family &amp;</i></p>	<p>PowerPoint, <i>Roadmap for Success – Preparing the Family &amp; Team for the IFSP Meeting</i> (disc, web, or Blackboard)</p>	<p>40 minutes</p>

Procedure/Activity	Materials	Time
<p><i>Team for the IFSP Meeting</i> (slides 19-33), making the points and engaging the learner in discussion as desired.</p> <p>Review the information in handout 8.3a <i>IFSP - Tips for Facilitating the Meeting</i>, noting any procedural differences common to your district/agency.</p> <p>Review the contents of handout 8.3b <i>IFSP Meeting Agenda</i> with the participant. This handout is directed toward families. This optional tool can be sent to the family with the IFSP meeting invitation if desired.</p>	<p>Computer with monitor or laptop or projector for viewing PowerPoint</p> <p>8.3a <i>IFSP - Tips for Facilitating the Meeting</i></p> <p>8.3b <i>IFSP Meeting Agenda</i></p>	<p>Total time thus far = 1 ½ hours</p>
Break		15 minutes
<p>8.4 Content of the IFSP</p> <p>Instruct the participant to read pages 29 (d) – 32 (ix) of <i>Rulemaking Hearing Rules of the State Board of Education-Chapter 0520-1-10 Tennessee's Early Intervention System</i> as an <b>outside assignment</b>. Instruct them to complete (without referring back to the reading material) worksheet 8.4a <i>Content of the IFSP Quiz</i> and to give it to the trainer/supervisor upon completion. If a score of 80% or higher is achieved, place the worksheet in the participant's portfolio. If the participant scores less than 80%, instruct them to read the material again, and retake the quiz. Place all quizzes in the portfolio. A trainer's answer key is available (8.4b).</p>	<p><i>Rulemaking Hearing Rules of the State Board of Education-Chapter 0520-1-10 Tennessee's Early Intervention System</i></p> <p>8.4a <i>Content of the IFSP Quiz</i></p> <p>8.4b <i>Content of the IFSP Quiz-Trainer's Answer Key</i></p>	<p>5 minutes to make <b>outside assignment</b></p> <p>Follow-up at a later date with participant upon completion of quiz.</p>
<p>8.5 Writing Meaningful Plans</p> <p>Show PowerPoint <i>Roadmap for</i></p>	<p>PowerPoint <i>Roadmap for Success – Writing Meaningful Plans</i> (disc, web, or</p>	<p>10 minutes</p>



Procedure/Activity	Materials	Time
<p><i>Success – Writing Meaningful Plans</i> (slides 1-4), making the points and engaging the learner in discussion as desired.</p> <p>Note page comments are available throughout this PowerPoint. Please review the content of the note pages to assist you in presenting this information.</p>	<p>Blackboard)</p> <p>Computer with monitor or laptop or projector for viewing PowerPoint</p> <p>Print and provide handout of PowerPoint, if desired</p>	
<p>8.6 Writing the Plan</p> <p>Provide a copy of 8.6a <i>IFSP</i> (with instructions on the back) to the participant. Review the document page by page, following the guidelines here and in the PowerPoint. Instruct participant to take notes on the IFSP form itself, as needed, and to complete the activities as instructed in the PowerPoint.</p> <p>Briefly review the information with participant found in handout 8.6b <i>Examples of Family Resources, Priorities, and Concerns</i> as instructed on slide 14.</p> <p>Complete activity 8.6c <i>Focusing on IFSP Outcomes and Action Steps</i> for rating outcomes and action steps as instructed in the handout and PowerPoint. Instruct the participant to place this in their portfolio upon completion.</p> <p>Return to PowerPoint.</p> <p>Use 8.6d <i>Early Intervention Services &amp; Funding</i> to explain how to complete page seven <i>Services</i> of the IFSP. Give the participant a copy and instruct them to read this information</p>	<p>8.6a <i>IFSP</i> (with instructions)</p> <p>8.6b <i>Examples of Family Resources, Priorities, and Concerns</i></p> <p>8.6c <i>Focusing on IFSP Outcomes and Action Steps</i></p> <p>8.6d <i>Early Intervention Services &amp; Funding</i></p> <p>8.6e <i>Field Observation Form-IFSP Meeting</i></p>	<p>2 hours</p>

Procedure/Activity	Materials	Time
<p>thoroughly <b>outside of training time.</b></p> <p>Return to PowerPoint</p> <p><b>Field Observation</b>  Instruct the participant in how to schedule a field observation with an experienced service coordinator to observe an IFSP meeting (preferably an initial meeting). Instruct them to complete 8.6e <i>Field Observation Form – IFSP Meeting</i>, and to follow-up with the trainer/supervisor to review their observations and clarify any questions or concerns.</p>		
Break		15 minutes
<p>8.7 Implementing the Plan</p> <p>Show PowerPoint <i>Roadmap for Success – Implementing, Reviewing, and Revisiting the Plan</i> (slides 1-6), making the points and engaging the participant in discussion as desired.</p> <p>Review the suggestions on handout 8.7a <i>After IFSP Checklist</i>, making adaptations for your district/agency as needed. Instruct the participant to keep the checklist available as a quick reference as needed in her daily work routine.</p> <p>Return to the PowerPoint. Show slides 7-12, making the points and engaging participant in discussion as desired.</p> <p>Using the instructions on the back of handout 8.7b <i>Review/Change</i></p>	<p>PowerPoint <i>Roadmap for Success – Implementing, Reviewing, and Revisiting the Plan</i> (disc, web, or Blackboard)</p> <p>Computer with monitor or laptop or projector for viewing PowerPoint</p> <p>Print and provide handout of PowerPoint, if desired</p> <p>8.7a <i>After IFSP Checklist</i></p> <p>8.7b <i>Review/Change Form</i></p> <p>8.7c <i>Periodic Review Checklist</i></p> <p>8.7d <i>Interim IFSP Procedures</i></p> <p>8.7e <i>Interim IFSP</i></p>	1 hour 40 minutes

Procedure/Activity	Materials	Time
<p><i>Form</i>, discuss how to complete this form. Emphasize that <i>Review Status</i> and <i>Date</i> found on pages 6 (<i>Outcomes/Action Steps</i>) and 7 (<i>Services</i>) of the child's IFSP must be updated when reviews are completed and/or modification to the outcome is made (with agreement by the family and documented with a <i>Review/Change Form</i>).</p> <p>Provide the participant with a copy of 8.7c <i>Periodic Review Checklist</i>. Review the suggestions on the checklist, making adaptations for your district/agency as needed. Instruct the participant to keep the checklist available as a quick reference as needed in her daily work routine.</p> <p>Return to PowerPoint, and review slides 13-22, <i>Revisiting the Plan</i>, making the points and engaging participant in discussion as desired. Topics covered include annual review of the IFSP and the interim IFSP.</p> <p>Provide participant a copy of 8.7d <i>Interim IFSP Procedures</i> and 8.7e <i>Interim IFSP</i>. Review the information using the instructions on the back of 8.7e <i>Interim IFSP</i> and in the handout. Provide a sample interim IFSP from your district/agency for the service coordinator to see, if available.</p>		
<p>8.8 Dr. Seuss on IFSPs</p> <p>Read or have a participant read aloud.</p>	<p>8.8a <i>Dr. Seuss on IFSPs</i></p>	<p>5 minutes Total time = 6 hours including two 15-minute breaks</p>



## Module 8

### Roadmap for Success Individualized Family Service Plan

#### Bibliography and Resources

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